

LIBRARIAN III

NATURE OF WORK

This is professional library work supervising and coordinating the activities of the reference or cataloging services.

Work involves responsibility for the application of professional library principles and procedures in reference or cataloging services. Independent judgment is exercised in the overall management of the reference or cataloging section. Work is performed under minimal supervision. Work decisions are made in accordance with departmental policies and procedures. Work may include supervising operations of reference or cataloging section, planning for services, developing staff training, developing reference collections and acting as resource specialist in reference or cataloging. Supervision is received from a professional or an administrative supervisor with work being reviewed through conferences, regular reports and appraisal of overall effectiveness of service provided. Supervises professional, paraprofessional and/or unclassified personnel.

EXAMPLES OF WORK PERFORMED

Manages the daily operation of reference section including periodicals, interlibrary loan, on-line services and readers advisory service, or manages operation of cataloging section including library catalog data base, authority files, OCLC operations, barcoding of materials and withdrawal of materials.

Supervises staff in providing reference or cataloging services; evaluates performance; interviews and selects job applicants; instructs and trains staff in providing library service according to professional library guidelines.

Maintains contact with outside agencies such as City/County departments, educational institutions, civic groups and business organizations in relation to library services.

Manages development of reference collection based on analysis of customer needs, staff input, current collection and reference publishing.

Evaluates and interprets customers' questions and decides on appropriate library resources for response; deals with user complaints and answers staff questions about procedural difficulties and policies; assists staff with complex questions in research or cataloging.

Manages authority files for consistency in library catalogs; develops and constructs classification schemes for special collections; catalogs and classifies library materials in various formats.

Analyzes the use of reference or cataloging services and recommends changes and improvements; coordinates work and projects with other library sections; develops, recommends and implements policies, procedures and guidelines for reference or cataloging sections; provides input on impact of policies on section operations.

Provides library education for customers such as bibliographic instruction, presentations to organizations or library tours; interprets elements in bibliographic records to library customers and staff.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the theories of creating, collecting, organizing, accessing and preserving information for use.

Thorough knowledge of research materials, information sources and searching techniques.

Thorough knowledge of the current practices and issues of librarianship such as censorship, right to privacy and freedom of information.

Thorough knowledge of the principles of administration and organization of libraries.

Considerable knowledge of the role of the library as an educational and information agency.

Considerable knowledge of the history and philosophy of public libraries.

Knowledge of data base structure and construction.

Knowledge of the state of the art in reference or cataloging technology.

Ability to identify problems or trends that may arise in the library and make recommendations for their solutions.

Ability to analyze existing procedures and streamline for more efficient operation.

Ability to do original cataloging and classification.

Ability to identify and interpret elements in bibliographic records.

Ability to exercise independent judgment when interpreting rules, regulations and policies.

Ability to organize work and follow through with assignments.

Ability to plan and prepare budget recommendations for section.

Ability to plan, organize, supervise, assign and evaluate the work of supervised employees.

Ability to establish and maintain effective working relationships with coworkers and to deal with the general public in a tactful and courteous manner.

Ability to work with a variety of groups and organizations.

Ability to assist the customer in locating and interpreting desired information.

Ability to communicate effectively both orally and in writing.

Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program and considerable experience working in a professional library position, preferably reference or cataloging, and considerable supervisory experience.

Eligible for Nebraska Public Librarian Certification — Level V.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program plus professional library experience and supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved By: _____
Department Head

Personnel Director

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